



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

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Second District

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Third District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 7, 2006

To: Department Heads

From: David E. Janssen
Chief Administrative Officer

ANNUAL VOLUNTEER PROGRAM WRAP-UP LUNCHEON MEETING

We would like to invite your departmental Volunteer Coordinator/Director or designee to attend the annual wrap-up luncheon meeting for the County of Los Angeles Volunteer Program on Thursday, August 31, 2006, 11:30 a.m. to 1:30 p.m. The event will be held in Room 739, Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012.

The Board of Supervisors created the Volunteer Program in 1981. Your departmental leadership is vital to ensure a successful program. The wrap-up luncheon is an opportunity for volunteer coordinators and directors to review the program, policies, and discuss best practices in the industry. The Countywide Volunteer Program Policy Manual, how to record volunteer hours, liability insurance, the 2007 Volunteer of the Year Awards, and Recognition luncheon will also be discussed.

A copy of the meeting agenda is contained in the attachment. If you have any questions or need additional information, please contact Victoria Pipkin-Lane at (213) 974-2495 or Patricia Mannatt at (213) 974-0187.

Your support of the Countywide Volunteer Program is greatly appreciated.

DEJ:GK
VPL:PMM:dd

Attachment

c: Each Supervisor
Volunteer Coordinators/Directors

Dej dept head volunteer program wrap up



County of Los Angeles

2006 Volunteer Program Wrap-Up



*Luncheon Workshop, Room 739
Kenneth Hahn Hall of Administration
500 West Temple Street
Thursday, August 31, 2006
11:30 a.m. to 1:30 p.m.*

Agenda

- 11:00 a.m. Registration**
- 11:30 a.m. Welcome and Introduction of Special Guests**
- Victoria Pipkin-Lane, Director
CAO Office of Workplace Programs*
- 11:45 a.m. Lunch**
- 12:15 p.m. Remarks**
- David E. Janssen
Chief Administrative Officer*
- Kathryn Barger-Leibrich, Chief Deputy
Fifth District*
- 12:25 p.m. Presidential Volunteer Service Award Presentation**
- Sharon Harper, Chief Deputy, Chief Administrative Office
Volunteer Coordinators*
- 12:35 p.m. Workshop: Victoria Pipkin-Lane, Director
Craig Hiramawa, Assistant Director
CAO Office of Workplace Programs**
- ❖ *2006 Volunteer of the Year Awards Recognition Review*
 - ❖ *CAO Volunteer Website Resources*
 - ❖ *Volunteer Policy Manual*
 - ❖ *Recording Hours*
 - ❖ *Volunteer Insurance Meeting*
 - ❖ *2007 Volunteer of the Year Awards Recognition*
 - *Monday, April 30, 2007*
- 1:15 p.m. Open Forum/Questions and Answers**
- 1:30 p.m. Acknowledgements**